


Updated: 05/01/2017

## General Information


Task	Process Information
How to Review a Voucher and View the Attachment	Use the Invoice Information tab to see important voucher details including the chartfield distribution string (Batch Agency, Appropriation Year, PCA, Fund, Appropriation Number, Program, and Account). You can also view any attachments, such as the Invoice.


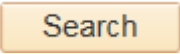
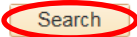

## GEARS Navigation

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry	
----------------------------------------------------------------------	------------------------------------------------------------------------------------

## 1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Click the Find an Existing Value tab.	<p><b>Voucher</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p></p>

2.	Enter your Voucher ID with the “contains” parameter.	<div><h3>Voucher</h3><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></div><div><div>▼ Search Criteria</div><div><div>Business Unit = ▼ MDJUD</div><div>Voucher ID contains ▼ 1227</div><div>Invoice Number begins with ▼</div><div>Invoice Date = ▼</div><div>Short Vendor Name begins with ▼</div><div>Vendor ID begins with ▼</div><div>Vendor Name begins with ▼</div><div>Voucher Style = ▼</div><div>Related Voucher begins with ▼</div><div>Entry Status = ▼</div><div>Voucher Source = ▼</div><div>Incomplete Voucher = ▼</div><div>Ref Doc begins with ▼</div><div><input type="checkbox"/> Case Sensitive</div></div><div><div>Search Clear</div><div>Basic Search  Save Search Criteria</div></div></div></div>
3.	Click the  button.	<div><h3>Voucher</h3><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a></div><div><div>▼ Search Criteria</div><div><div>Business Unit = ▼ MDJUD</div><div>Voucher ID contains ▼ 1227</div><div>Invoice Number begins with ▼</div><div>Invoice Date = ▼</div><div>Short Vendor Name begins with ▼</div><div>Vendor ID begins with ▼</div><div>Vendor Name begins with ▼</div><div>Voucher Style = ▼</div><div>Related Voucher begins with ▼</div><div>Entry Status = ▼</div><div>Voucher Source = ▼</div><div>Incomplete Voucher = ▼</div><div>Ref Doc begins with ▼</div><div><input type="checkbox"/> Case Sensitive</div></div><div><div> Clear</div><div>Basic Search  Save Search Criteria</div></div></div></div>

4.

Find your Voucher ID in the Search Results, and click on it.

5.

On the Voucher Page, click the Invoice Information Tab.

6.

The Chartfields used on the Voucher are displayed at the bottom of the page, on the Distribution Line.

Search Results

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID
MDJUD	00291227	CS1107160130CC	114.93	114.93	11/07/2016	CAROLINESC-001	0000011144
MDJUD	00281227	ATT10022016SZ	300	300	10/02/2016	STEPHANIEZ-001	0000011615
MDJUD	00271227	0400K23	15	15	08/24/2016	SINGLEPAY-1	999999999
MDJUD	00261227	2666016-0	374.5	374.5	07/12/2016	RUDOLPHSOF-001	0000005387
MDJUD	00251227	1280JFB	275.5	275.5	06/08/2016	CIRCUITCOU-077	0000006726
MDJUD	00241227	20160421DD	119.27	119.27	04/29/2016	DOVELDOTTI-001	0000003499
MDJUD	00231227	ATT03152016SR	417.28	417.28	03/15/2016	STERLINGWA-001	0000012394
MDJUD	00221227	SK0201161100	95.48	95.48	02/01/2016	SOHYUNESTH-001	0000001183
MDJUD	00212279	034W0ASY	80	80	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212278	032Z0ASY	180	180	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212277	027H0AFQ	34.5	34.5	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212276	02280H90	83	83	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212275	02270H90	80	80	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212274	01W20CDV	150	150	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212273	01VR0DM2	90	90	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212272	01T90J7H	50	50	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212271	01T80J7H	44	44	01/05/2016	SINGLEPAY-1	999999999
MDJUD	00212270	01SM0B68	160	160	01/05/2016	SINGLEPAY-1	999999999

Summary

Related Documents

Invoice Information

AOC MD Payment

Payments

Voucher Attributes

Error Summary

Business Unit

MDJUD

Invoice Date

03/23/2015

Voucher ID

00141227

Invoice No

CN0323150900

Voucher Style

Regular

Invoice Total

163.68

USD

Vendor Name

CAMERON NIAKAN

10101 GROSVENOR PL, APT 620

ROCKVILLE, MD 20852-0000

Entry Status

Postable

Pay Terms

Due Now

Match Status

No Match

Voucher Source

Self-Service Invoices

Approval Status

Approved

Origin

INT

Post Status

Posted

Created On

04/02/2015 12:00AM

Created By

LOUISE.ROSE

Doc Tol Status

Valid

Last Update

10/07/2015 12:00AM

Budget Status

Valid

Modified By

GERTRUDE.BROWN

ERS Type

Not Applicable

Budget Misc Status

Valid

Close Status

Open

\*View Related

Payment Inquiry

Go

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Summary

Related Documents

Invoice Information

AOC MD Payment

Payments

Voucher Attributes

Error Summary

Summary

Related Documents

Invoice Information

AOC MD Payment

Payments

Voucher Attributes

Error Summary

Business Unit

MDJUD

Invoice No

CN0323150900

Voucher ID

00141227

Accounting Date

04/02/2015

Voucher Style

Regular Voucher

Pay Terms

NET00

Invoice Date

03/23/2015

Basis Date Type

Acct Date

Due Now

CAMERON NIAKAN

Vendor ID

0000007344

Control Group

1192-FY15

ShortName

CAMERONNIA-001

Accrual Voucher

Location

000

\*Address

1

Save

Action

Run

Calculate

Print

Copy From Source Document

Invoice Lines

Find

View All

First

1 of 4

Last

Line 1

SpeedChart

\*Distribute by

Amount

Ship To

AOC-NON\_PO

Item

INT-COMP03

Description

1101-SP243-2015

Quantity

2.0000

UOM

EA

Unit Price

45.00000

Line Amount

90.00

Calculate

One Asset

Comments

GL Chart

Exchange Rate

Statistics

Assets

Personalize

Find

View All

First

1 of 1

Last

Copy Down	Line	Merchandise Amt	Quantity	GL Up	Batch	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Project
	1	90.00	2.0000	MDJUD	1101	40601	0001	0891	B004	A0004	AY2015			

## 7. Click the Attachments Link.

Summary | Related Documents | **Invoice Information** | AOC MD Payment | Payments | Voucher Attributes | Error Summary

Business Unit MDJUD Invoice No CN0323150900  
 Voucher ID 00141227 Accounting Date 04/02/2015  
 Voucher Style Regular Voucher Pay Terms NET00 Due Now  
 Invoice Date 03/23/2015 Basis Date Type Acct Date

**INVOICE TOTAL**

Line Total	163.68
*Currency	USD
Miscellaneous	
Freight	
Total	163.68
Difference	0.00

Session Defaults  
 Comments (1)  
**Attachments (3)**

Vendor ID 0000007344 Control Group 1192-FY15  
 ShortName CAMERONNIA-001  
 Location 000  
 \*Address 1

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 4 Last

Line 1  
 \*Distribute by Amount  
 Item INT-COMP03  
 Quantity 2.0000  
 UOM EA  
 Unit Price 45.00000  
 Line Amount 90.00

SpeedChart  
 Ship To AOC-NON\_PO  
 Description 1101-SP243-2015

One Asset  
 Comments

Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Batch Agt	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit	Project
<input type="checkbox"/>	1	90.00	2.0000	MDJUD	C50	40601	0001	0891	B004	A0004	AY2015			

## 8. Click the link for the file name to open.

Voucher Header Attachment

Business Unit MDJUD Voucher ID 00141227

Details Personalize | Find | View All | First 1-3 of 3 Last

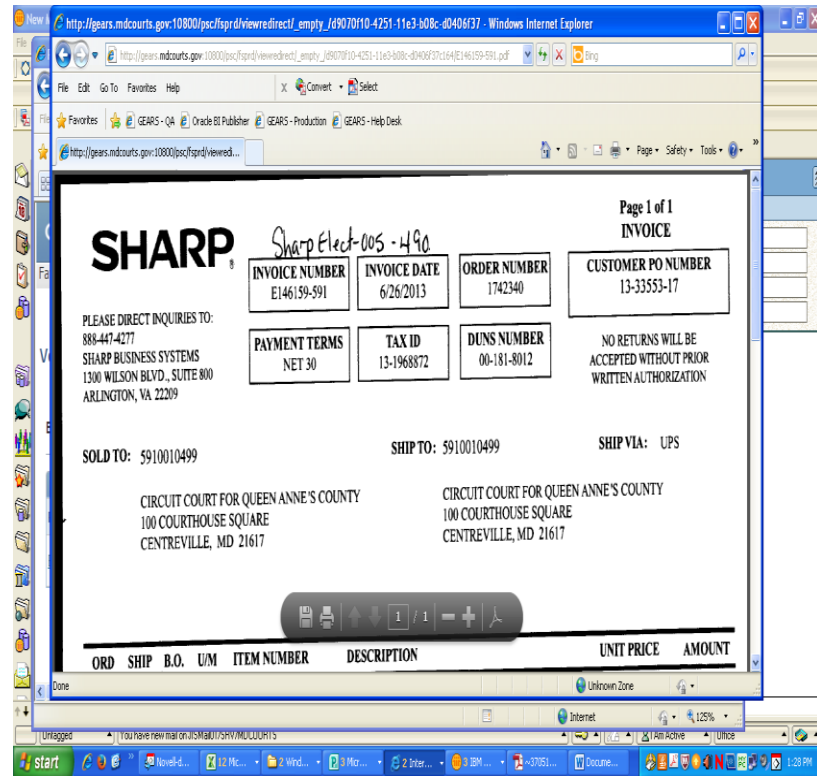
File Name	Description	User	Name	Date/Time Stamp
<b>LR772686_1.PDF</b>		GERTRUDE.BROWN	BROWN GERTRUDE	10/07/2015 3:51:53PM
LO145288_1.PDF		CINDA.FOOTE	CINDA FOOTE	04/16/2015 4:15:55PM
CN0323150900.pdf	CN0323150900	LOUISE.ROSE	LOUISE ROSE	04/02/2015 10:34:49AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment  
 OK Cancel Refresh

9.

The attachment (invoice) opens in a new window.



### End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.